



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed 2-2-73 73-82 FEB 27 1973	
2. Agency Application No.	3. AGENCY, Division, Subdivision & Administering Office Address Department of Education Office of the State Superintendent of Schools Education Building Room 242 Atlanta, Georgia 30334		4. Person to Contact Miriam Brassell	
			5. Working Title Administrative Aide	6. Tel. No. 656-2591
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.				
8. Earliest & Latest Dates of Series 1948? - to Date		9. Exact Series Title Local School Systems Correspondence Files		
10. What is the function of the office in which this record series is created The State Superintendent of Schools is the executive officer of the State Board of Education and the administrative head of the Department of Education. He is responsible for the administration and enforcement of all provisions of the Georgia School Laws in accordance with the provisions of such laws and rules, regulations, policies, and standards prescribed by the State Board of Education for the implementation, administration, or enforcement of such laws. (Acts, 1964 pp. 3,8) Areas of department function include 1) curriculum development, teacher education and certification, operation of special education facilities (Office of Instructional Services); 2) provision of local systems support for food services, pupil transportation, text-book and library programs; administration of State Aid programs and school quality standards (Office of School Administrative Services); 3) administration of vocational education programs and operation of state vocational technical schools (Office of Vocational Education); 4) provision of centralized support services such as budgeting and cash management, accounting, personnel services, inventory control, and records management (Office of Department Staff Services) and provision of planning, research, evaluation and statistical services (Planning, Research and Evaluation Unit of Office of Department Staff Services).				
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): The file series contains materials documenting the relationship between the State Superintendent of Schools and each of the local schools systems within the state. The series includes but is not limited to correspondence between the State Superintendent of Schools and officials of local school systems, city and county, and related papers. The file is arranged alphabetically by County and thereunder chronologically.				
ATTACH SAMPLES OF THE FILE				
12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers			.24 .48	
Legal-size File Drawers	6	12	Floor Space Occupied (Square Feet) 14	
			AVERAGE DAILY REFERENCES	
			This Year's	Last Year's
			Preceding Year's	All Prior Year's

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ [] ☒ [X]
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☒ [X] ☐ []
18. Could the function be performed if the files were lost or destroyed? Yes, file is more documentation than functional, could be reconstructed from local systems files ☒ [X] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? historical value ☒ [X] ☐ []

24. REQUIREMENTS. The following requires the files to be kept indefinite years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☒ [X] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

The State Superintendent wishes to have a 5 year accumulation of this series in order to have reference on long term issues or projects.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each
- ☐ [] CALENDAR YEAR - ☐ [] FISCAL YEAR - ☒ [X] Other Cut off at the end of a 5 then: year period beginning 1 January, 1973
- ☒ [X] Hold in the current files area month(s)/5 year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold year(s):
- ☐ [] Destroy.
- ☒ [X] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

NOTE: First retirement of this series will be 1978.

Attach Samples of the Series

Records Management Officer Feb 2, 1972 Date

26. Recommendations	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	Head of Agency/Designee <u>Jack O'Neil</u>	JAN 31 1973
in Paragraph	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	Department of Audits/Designee <u>William M. Dejon</u>	Date <u>2-9-73</u>
25 are:	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	Secretary of State/Designee <u>Carroll West</u>	Date <u>2-6-73</u>
	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	Department of Law/Designee <u>Robert Shell</u>	Date <u>2-26-73</u>